

PRESIDENT'S CABINET MEETING
June 26, 2018
MINUTES

CALLED TO ORDER

9:08 am on 06/26/18

ADJOURNED

11:25 am on 06/26/18

MEMBERS PRESENT

Tamara Clunis, Cara Crowley; Lyndy Forrester; Russell Lowery-Hart, Denese Skinner, Steve Smith, Mark White

MEMBERS ABSENT

Bob Austin, Kevin Ball

OTHERS PRESENT

Joy Brenneman, Collin Witherspoon

DISCUSSION:

1. DATA	Witherspoon
<p>Mr. Witherspoon demonstrated the data dashboard which can be accessed at http://iresearch.actx.edu:3838/. It is available to all AC employees but does require a log in. Deans and academic leaders may use this information to see what is happening within their divisions/departments. It is important to let them know it is available. Summer and Fall enrollments are available now on the Enrollment Dashboard and update in real time.</p> <p>Mr. Witherspoon led a discussion based on a conversation with Melissa Hightower where she indicated to him that she was having difficulty enrolling students in the 2nd- eight week courses because they were full. Data from the Enrollment Dashboard shows that full-time enrollments (12-15 hours) are high at the beginning of the semester, however, they begin to drop during Spring Break. After the 2nd-week census date, full-time enrollments plummet, likely due to administrative withdrawals because the student did not show up for class. For Spring 2018, the number of students who dropped or were dropped is approximately 174. These withdrawals come too late for students who are waiting to get into these courses. It was noted that full-time enrollment still remains higher than the 5-year average even with this issue.</p> <p>Cabinet discussed possible reasons for this downturn including failing grades, course fatigue, moving from two courses to one which moves them from full-time to part-time, and loss of momentum over the break. Would need to look at individual students to determine cause, but could be that these students feel they cannot keep up and either drop out altogether or drop back to part-time. No data is available for Fall 2017, but Cabinet wondered if the same thing happens after the Fall break. Once good student plans are in place, they may help with course fatigue and help students stay at full-time.</p> <p>Mr. Witherspoon looked at departments but did not see any more significant than others. The drop rates were consistent across classes.</p> <p>He also demonstrated a dashboard created for Program Review which includes historical data and should be helpful to deans and chairs. They can view all their majors and then narrow the data more specifically. He is still working on some of the components for this dashboard</p>	

including persistence, graduates, and transfers. This dashboard also includes a Labor Market tab which shows expected growth and replacements in a given field and the number of students in that program. This information will be helpful to advisors when working with students on selecting their programs. Eventually the Job Placement tab in this dashboard will have data although the codes from do not align exactly with CIP codes

Mr. Witherspoon has also created a dashboard for Student Affairs that includes advising, career services, counseling services, disability services, and student life. These will be tied to outcomes. Tutoring Centers will be put into a Tutoring dashboard.

Action Items:

- Mr. Witherspoon will look at grades to see if there might be a correlation between failing a course and not returning in the 2nd 8-weeks.
- Mr. Witherspoon will provide information on these students and Ms. Skinner and her team will work with them to determine why they are leaving or dropping back to part-time
- Ask SWIM to add communication with students during the breaks to the Communication Plan
- Determine which courses in the top 26 have the greatest number of drops after the census date and consider bumping up their caps knowing that there will be drops to bring the number of students in the class back down. Communication is key and the Bookstore will need to be aware of this.
- Mr. Forrester will work with a team comprised of Shane Hepler, Ms. Skinner, Melissa Hightower, Ernesto Olmos, and Diane Brice to determine when automatic drops occur if a student fails a course and consequently does not meet the prerequisites for the next course. If these automatic drops occur earlier during the breaks, students waitlisted would be able to enroll in time
- Create a plan that includes marketing for programs that have the potential for growth

Dr. Lowery-Hart noted that he recently met with management from AgriLife and they are interested in using the greenhouse for some CE programs.

2. CORNERSTONE 310 IMPLEMENTATION	Forrester
<p>Ms. Forrester provided a projected Cornerstone implementation timeline and reviewed the history of what has been done to date as well as lessons learned. It has been necessary to update job descriptions and re-create a database that was lost. The process has included researching and assigning positions to the correct departments taking up considerable time. The initial purchase of 3 modules proved difficult to implement in the timeframes allotted by Cornerstone. Consultants from Cornerstone will be on campus July 9 to finalize the process. Training for staff will begin July 23 with 12-15 people per training. All supervisors and administrative staff will need to attend this training. Cornerstone is expected to be ready to launch on August 1.</p> <p>The 310 process is known as “onboarding” in Cornerstone, and the recruiting module will replace Novus. The Compensation module will be ready soon with training sessions provided. Additionally, EOD staff will be available to answer questions and provide individual guidance.</p> <p>Budget approval for the 310 positions will be moved to the front end which should ensure correct GL numbers are used and help move the process more quickly through HR. Currently,</p>	

<p>this piece is outside the Cornerstone workflow. Dr. Lowery-Hart asked Ms. Forrester to see if it could be moved inside the system in order that every step of the process may be tracked.</p> <p>Ms. Forrester had created a workflow chart and asked Cabinet to send it out to their teams.</p>
<p>Action Items:</p> <ul style="list-style-type: none"> • Ms. Forrester will work with Cornerstone to get the initial 310 process inside Cornerstone • Ms. Forrester is still working on how Ms. Brenneman will get the information needed for the Board meeting • She will also look to see if there is a way to go back in and look at a 310 that has been previously approved

3. BUDGET	Cabinet
<p>Soon after the Cabinet’s budget retreat last Friday, Dr. Lowery-Hart received an email from the state notifying all state agencies that they will be expected to cut their budgets by 10% over the next four years – 2.5% per year. The agencies are to provide a plan outlining how they will accomplish this. This cut affects only the portion of the college’s budget provided by the state which is approximately \$18M, resulting in a decrease of about \$1.8M over the 4-year time frame.</p> <p>Amarillo College has been preparing for these expected cuts. In future years, it may become necessary to look at raising tuition, fees, and/or taxes, but no reduction in force is anticipated.</p> <p>Cabinet continued its discussion on positions requested in the 2018-2019 budget. Revenue producing positions were approved, but discussion on the other requests will placed on the July 10 Cabinet meeting.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Dr. Lowery-Hart will inform the Board at tonight’s meeting of this notice from the State. • Ms. Brenneman will add this to the July 10th Cabinet agenda. 	

4. ENROLLMENT UPDATE	Austin
Not covered	
<p>Action Items:</p> <ul style="list-style-type: none"> • n/a 	

5. BRAGGING ON EMPLOYEES	Cabinet
Not discussed	

6. COMMUNICATION POINTS	Forrester
Not covered	
<p>Action Items:</p> <ul style="list-style-type: none"> • None 	

7. POSITION JUSTIFICATIONS	Cabinet
None presented	
<p>Action Items:</p> <ul style="list-style-type: none"> • None 	

8. OTHER DISCUSSION	Cabinet
Dr. Lowery-Hart reminded Cabinet that the next meeting scheduled meeting is the retreat on July 9. It will be held in the Palo Duro Room	
Action Items: <ul style="list-style-type: none">•	